

USMA POLICY MEMORANDUM # 63-04

SUBJECT: Superintendent's Parade Review Box/Stands Seating Policy

1. PURPOSE. To outline procedures for seating guests in the Superintendent's Review Box/Stands.

2. APPLICABILITY. This policy applies to the United States Military Academy (USMA), subordinate agencies and activities, United States Military Academy Prep School (USMAPS) and tenant activities.

3. BACKGROUND.

a. Protocol has primary responsibility to support the seating of those invited guests extended an invitation to view a scheduled parade/review from the Superintendent's Review Box/Stands.

b. The Superintendent's Review Box/Stands are designed to provide a premium Cadet Review seating venue for Academy guests and key Academy leadership. These include, but are not limited to, donors and friends of the Academy, Major Activity Directors, Academic Board members, Association of Graduates (AOG), and distinguished graduates and visitors. Often, demand for seating exceeds availability. However, when available, seating in the review box/stands will be open to USMA Staff & Faculty and Tactical Officers and Non-Commissioned Officers.

c. Guests must arrive to be seated in the Review Box dressed appropriately and in sufficient time to be seated prior to the start of the Adjutant's Call. Guests must conduct themselves with decorum while in the Review Box and remain seated for the duration of the parade.

d. Reserved seats that are not occupied within five minutes after Adjutant's Call may be given to other guests on a space available basis.

4. POLICY.

a. **USMA Agencies Hosting Guests/Prominent Persons:** USMA agencies hosting guests/prominent persons must coordinate seating by email with the Protocol Office NLT 7 working days prior to the scheduled parade/review.

b. **Category A Guests** (as listed at 5d): Individuals listed in Category A must coordinate seating by email with the Protocol Office NLT 7 working days prior to a scheduled parade/review.

5. GUEST CRITERIA.

a. **Dress Code:** The dress code for the Review Box, unless directed otherwise, is military personnel-Class A; civilian personnel-coat and tie for male guests with ladies equivalent. Casual attire (i.e. jeans or non-collar shirts) is not permitted in the Review Box.

b. **Children:** Children must be at least 12 years of age to sit in the Review Box unless specifically approved by either the Chief of Staff, USMA, or the Superintendent, NLT 7 working days prior to a scheduled parade.

c. **Cadets** are not authorized to sit in the Superintendent's Review Box/Stand.

d. **Guest Priority:**

(1) Category A (Offered Superintendent Review Box by-name seating)

- (a) Selected guests of the Superintendent, USMA
- (b) Commandant, USMA, spouse and *guests
- (c) Dean, USMA, spouse and *guests
- (d) Chief of Staff, USMA, spouse and *guests
- (e) Director of Admissions, spouse and *guests
- (f) Director of Intercollegiate Activities, spouse and *guests
- (g) USMA Command Sergeant Major, spouse and *guests
- (h) Garrison Commander, spouse and *guests
- (i) Chief Operating Officer (COO), AOG, spouse and *guests
- (j) Selected AOG guests (Football reviews)
- (k) USCC Chief of Staff, spouse and *guests
- (l) USCC Command Sergeant Major, spouse and *guests
- (m) Brigade Tactical Officer, spouse and *guests
- (n) Commander in Chief (CIC) and Superintendent Level A-Club members (FB Reviews)
- (o) Academic Board Members, spouses and *guests
- (p) *Commander, USMAPS, spouse and guests

* Individuals listed in Category A with an asterisk (*) before their title are provided seating on a space available basis. These individuals must notify the Protocol Office of their desire to attend a scheduled parade/review NLT 7 working days prior to the event using the sample format enclosed. The suspense for these designated individuals and/or guests' attendance to a scheduled parade/review will allow the Protocol Office to determine appropriate seating of the Superintendent's guests for each scheduled parade. *If no response is received prior to the suspense, individuals will be placed in Category B seating.* As changes occur; individuals should coordinate directly with the Protocol Office to support these changes or additional requirements.

(2) Category B (Offered Superintendent Review Stands seating & Review Box open-seating as space permits)

- (a) Director for the Center for Professional Military Ethics and guests
- (b) Regimental Tactical Officers (RTOs) and guests
- (c) USMA Professors and guests
- (d) Foreign Exchange and Foreign Liaison Officers and guests
- (e) Visiting Professors and guests
- (f) Selected A-Club members and their guests (Saturday Football Reviews)
- (g) Tactical Officers/NCOs and guests
- (h) Staff & Faculty not specifically mentioned above

(3) Category C (Offered Superintendent's Review Stands seating)

- (a) Press with a Public Affairs Office escort
- (b) Wheelchair-bound handicapped guests of the Superintendent
- (c) Any of those listed above that bring children under the age of 12

- (d) Any of those listed above that do not arrive in proper uniform/attire
- (e) Any of those listed above that do not RSVP to Protocol 7 working days prior to the review

6. RESPONSIBILITIES.

a. The Protocol Office will:

- (1) Plan, coordinate, execute, and monitor policy compliance to the seating of the Superintendent's guests in the Review Box/Stands.
- (2) Provide the Superintendent a proposed seating diagram for each parade/review, receive approval and publish, NLT 2 working days prior to the scheduled parade/review or as required.
- (3) Coordinate with USMA agencies to support parade events as directed in the DOPS OPORD outlining spring, fall and selected cadet reviews/parades.

b. USMA Agency or host/sponsor of a Superintendent Guest will:

- (1) Ensure invited guests are aware of policy requirements as outlined in paragraph 5 above.
- (2) Assist the Protocol Office in monitoring policy compliance to the seating of their respective guests.

7. EXPIRATION. This policy supersedes USMA Policy Memo 63-01 and is effective until superseded or rescinded. This policy should be reviewed annually prior to the publishing of scheduled spring and fall reviews.

FOR THE SUPERINTENDENT:

Encl

/Original Signed/
GREGORY J. DYSON
COL, FA
Chief of Staff

DISTRIBUTION:

A-E
Electronic

SAMPLE

Superintendent Review Box/Stand Attendance Format

Parade Date: 30 May 2004

Name (Full Name)	Rank/Title	Requirements
Wilbert A. Johnson	COL/Dir of Admission	Wants an aisle if possible
Marla Johnson	Spouse of COL Johnson/Dr.	Will arrive late
Samuel Johnson	Dependant son of COL Johnson	15 years old
Debra Martin	Guest of (G/O) COL Johnson/Mrs.	Will sit in Stands
Harry Martin	G/O COL Johnson/Dr.	Will sit in Stands
Mary Martin	G/O COL Johnson/Miss	3 years old/Martins are aware they will be seated in Stands

POC: COL Johnson's executive officer MAJ Anthony/4325 or 4326

Enclosure